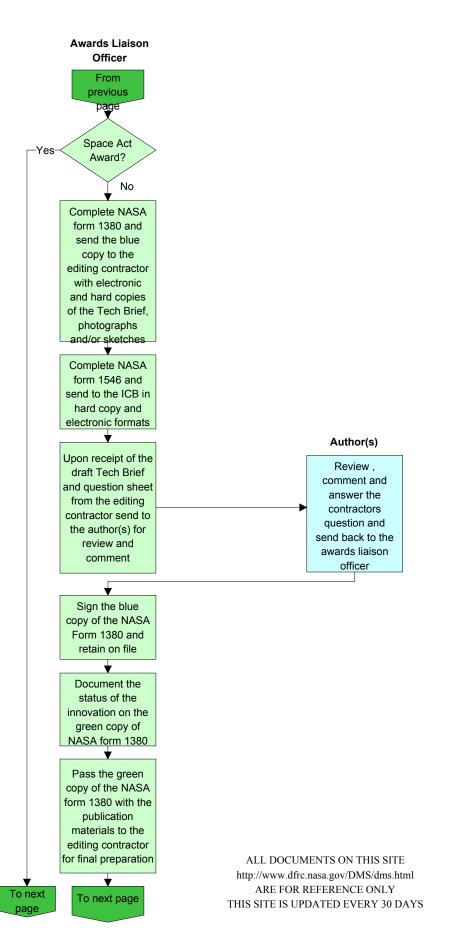
Awards Liaison SPACE ACT NOMINATIONS AND Officer **TECH BRIEF JOURNAL ARTICLES** START Dryden Flight Research Center DCP-T-002 Revision: B On an ongoing Objectives: basis promote the -to transfer Dryden technology to US public **Tech Brief Award** -to show a return on the US investment in the Program NASA Agency and/or SAA -to recognize and award Dryden innovators (See Note 1) -to raise Dryden team awareness and morale Enter the Electronically Approved By: innovation details Associate Director into the excel and **Tech Tracs** Note 1 databases, assigning a DFRC The following methods of communication are used number to promote the Tech Brief Award Program: On an ongoing -Public E-mail basis, monitor the -Attendance at Branch and Staff Meetings progress of the -Dryden X-Press Newsletter innovation -Word of mouth Note 2 Talk with the directorate chief(s) The following information must be provided to responsible for the NASA Inventions and Contributions Board (ICB) to innovation to see if enable the award to be processed: the achievement is worthy of an award -Name Director/Office Chief -Organization code/Company name Identify potential -Home and business telephone number Director/ Office authors to Chief -Social security number develop the Tech Author(s) concurrence? Brief Develop electronic and hard copy of the Tech Brief and Request identified provide support author(s) to material, including develop the Tech photographs and/or Brief and/or SAA sketches and send to the awards liaison officer Request personal information from each author to send onto NASA HQ in writing (See Note 2) ALL DOCUMENTS ON THIS SITE To next page http://www.dfrc.nasa.gov/DMS/dms.html ARE FOR REFERENCE ONLY

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Upon receipt of the published Tech Brief circulate to the author(s), center management, responsible director(s) and the remainder of the Center

Upon receipt of the certificates and award checks from NASA HQ organize a presentation with the Center Director and give award checks and certificates to recipients

Organize a photographer for the presentation

Pass a list of the awardees with photographs to Dryden X-Press

END

Send the innovator a copy of the NASA form 1329 electronically

Commence building an awards package following Note 3

Upon receipt of NASA form 1329 from the innovator, check for thoroughness (See Note 4)

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Note 3

Consideration will be given to the contents of the awards package using a selection of the following media methods:

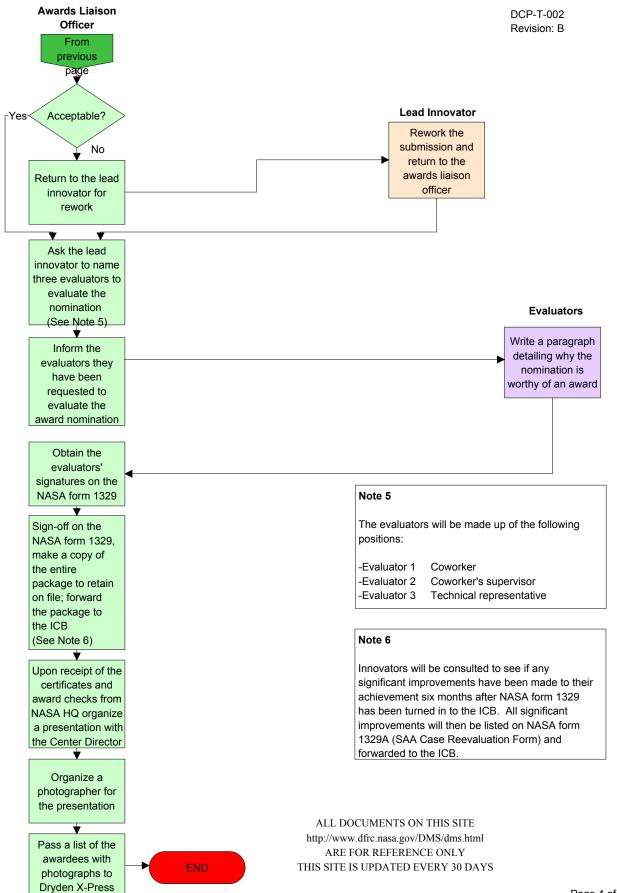
- -Video
- -Newsletter articles
- -Newspaper articles
- -Press releases
- -Technical papers
- -Photographs
- -NASA Tech Brief articles
- -Previous awards

Note 4

The following checks will be made on all completed NASA 1329 forms:

- -All legitimate contributors listed?
- -Directorate management approval has been given?
- -Clearly worded?
- -Does an innovation exist?
- -Pertinent patent information

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DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	<u>ISSUE</u>	PAGE	AMENDMENT DETAILS
1/13/99	Baseline		
4/16/99	Rev A	1	Minor revisions to the activities of the Awards Liaison Officer,
changed "Directorate Chief(s)" to "D	Director/Office	Chief", a	and changed the word "pass" to "send" throughout the document.
See IDMS Document Master List	Pay B	ΔΙΙ	Added links made spelling changes and added Note 6